



TFCS Code of Conduct for Parents and Community Members

September 2025

This Code of Conduct sets out the expectations for parents and community members when engaging with our school. Its purpose is to:

- Provide clear and fair processes for addressing concerns.
- Ensure the rights of students, staff, and parents are respected at all times.
- Promote sensitivity, confidentiality, and constructive communication.
- Support collaborative problem-solving.
- Maintain an environment where no student, staff member, parent, or visitor is subjected to behaviour that may cause harm, distress, or offence.

Our shared goal is to promote positive school discussions, foster a safe, respectful, and cooperative school community. Positive outcomes are best achieved when we work together.

Approaching the School

We understand that concerns can sometimes cause frustration or anxiety. It is important that these matters are addressed in a calm and respectful manner.

If you need to:

- Discuss your child's learning or wellbeing
- Raise concerns about the behaviour of another student
- Seek clarification about school policies or practices

Please arrange an appointment with your child's teacher or the Teacher Coordinator by contacting the administration office. You will be asked for your child's name, class, and a brief description of your concern. The office staff will then confirm a suitable appointment time.

For the wellbeing of students and staff, it is not appropriate to approach teachers during class time, while they are supervising children, or when they are engaged in another discussion.

Expectations for Visitors

All visitors to the school are required to:

- Report to the main office. Visitors between 9:05am and 2:45pm must sign in and out using the Visitor Book.
- Follow school entry and behaviour procedures, including any specific restrictions that may apply.
- Treat all members of the school community with courtesy and respect.
- Allow staff to manage students without interference.
- Leave the school grounds when requested.

Individuals restricted from school entry under a Court Order or the Inclosed Lands Protection Act must seek permission to attend by contacting the staff or Committee. Each request will be considered on a case-by-case basis.

Complaints

Complaints regarding the school, staff, or students must be made in accordance with the school's Complaints Policy, which can be accessed via our website.

Breaches of the Code of Conduct

Failure to comply with this Code of Conduct may result in action under the Enclosed Lands Protection Act (1901) and its amendments. This may occur with or without prior warning if behaviour causes concern or alarm. Examples include:

- Physical or verbal assaults, or threats, towards students, staff, parents, or community members.
- Behaviour that causes distress or disruption to the school environment.
- Use of offensive or inappropriate language in the presence of others.
- Entering classrooms or learning spaces without permission.
- Repeatedly entering school grounds without permission or a legitimate reason.

Such behaviours may result in exclusion from school grounds and activities, referral to police, and possible penalties under the Crimes Amendment (School Protection) Act (effective from 10 February 2003).

Incidents involving students will continue to be managed in line with school discipline and wellbeing policies.

Support

If you require clarification or assistance with these guidelines, please contact the school office.